

**Community Development Disability Program
Short Term Assistance and Referral (STAR)
Department of Health and Social Services - Program - 59**

I. PROGRAM OBJECTIVE

Through this program short-term assistance and referral (STAR) may be provided to individuals with developmental disabilities and their families. Prior to FY 02, STAR Programs had been operated by community agencies as Family Support Specialist Programs. Services are intended to be flexible and respond immediately to a variety of needs related to averting a crisis situation or overcoming obstacles to family stability such as preventing an out-of-home placement. STAR Programs are to maximize the individual's ability to function independently in a difficult situation by providing immediate but limited relief.

STAR services may include but are not limited to transportation or travel assistance, utility assistance, positive behavioral supports or training, emergency respite care, counseling, case management to secure other public benefits or natural supports available in the community, personal care, or chore services.

II. PROGRAM PROCEDURES

The Developmental Disabilities (DD) Section of the Division of Mental Health and Developmental Disabilities awards grants to nonprofit organizations statewide to provide STAR services as a type of Community DD Grant. Grantees that are awarded funds for STAR Programs must comply with DHSS requirements for the expenditure and reporting of the use of grant funds.

STAR Programs are to be administered as a separately identifiable program within an administering agency to provide time-limited (90 days or less) supports to people with DD and their families who may not have completed the formal DD Application or Waiting List process. However, to be eligible to receive services, an individual must be a person with DD defined by AS 47.80.900 as determined by a DD Regional Specialist.

Persons receiving STAR Services must reside in the geographical area specified in the Notice of Grant Award. Before a request for a STAR Service is approved, all other resources that may be available to the individual or family such as private insurance, Medicaid, Indian Health Services, military support services, must be pursued. There are no income restrictions for the program.

STAR Programs are expected to work closely with DD Regional Specialists and utilize a local advisory board to assist in developing guidelines and monitoring the use of funds. STAR Programs must conduct customer satisfaction surveys and participate in DMH/DD Quality Assurance Reviews.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Grant funds under this program are used to assist nonprofit agencies in their attempt to integrate developmentally disabled persons into normal patterns of everyday life by responding to a variety of needs related to averting a crisis situation or overcoming obstacles to family stability. . These funds are used to support personnel, travel, supplies, equipment, facility expense and other cost categories necessary to sustain services as identified in the approved grant budget, special conditions, and program services specifications.

Although there are no requirements for matching funds, STAR Programs must use a portion of the grants funds specified in the Notice of Grant Award to provide services such as transportation or travel assistance, utility assistance, positive behavioral supports or training, emergency respite care, counseling, case management to secure other public benefits or natural supports available in the community, personal care, or chore services. These funds may be referred to as discretionary funds by the grantees.

Suggested Audit Procedures

Review:

1. Contract or final Notification of Grant Award (NGA) including all conditions;
2. Grant/Contract revisions and related transmittal letters;
3. Licenses, certifications, approvals status of private nonprofit corporation if applicable;
4. Budget documents including final revised budget and budget narrative; and

Test financial and related records to determine that funds expended were for purposes specified in the grant/contract.

Compliance Requirement

Costs allowed or disallowed under this program are determined by grant regulations 7 AAC 78 and approved budget documents and special conditions of the grants/contracts.

Suggested Audit Procedures

- Review Department of Health and Social Services' grant regulations 7 AAC 78 and budget documents;
- Test financial and related records to determine the appropriateness of costs per 7 AAC 78; and
- Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1).

B. ELIGIBILITY REQUIREMENTS

Compliance Requirement

The grantee must be a nonprofit agency or political subdivision meeting the requirements of 7 AAC 78.030. The auditor is not expected to make tests to verify the eligibility of clients served.

Suggested Audit Procedure

- Review articles of incorporation or other appropriate documentation, licenses, certifications and approvals to determine status of agency.

C. MATCHING, LEVEL OF EFFORTS AND/OR EARMARKING REQUIREMENT

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The grantee must submit for approval a quarterly expenditure report in order to be advanced funds for the next succeeding quarter. Grantee expenditure reports must present a Statement of Revenue and Expenditures by line item category for each grant period matched against an approval line item budget. Variances greater than the lesser of \$500 or 10% between budgeted and actual expenditures in each line item are not allowed. Ten percent of the final or fourth quarter advance of grant funds is withheld until the grantee submits for approval a final report at the end of the grant period for the total grant period.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirement

Agency Audited Financial Statements must present a statement of revenue and expenditures of each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements for compliance with the above.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

NEW 5/02